

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: December 20, 2017

Closing Date: December 29, 2017

**Administrative Specialist I (Pay Grade 7)
Family Division, Child Support Enforcement Unit, New Castle County**

Job Responsibilities and Duties:

This secretarial position provides administrative support for the Deputy Attorneys General and Paralegals in the Child Support Enforcement Unit within the Family Division. Assistance is provided in litigation support, answering calls from the public, contact with Family Court staff, extensive copying for the calendars, maintaining files, managing and distributing the mail, and processing long arm petitions under the direct guidance of a senior Deputy Attorney General. This position also participates in the rotation of the main Receptionist telephones when needed and may interact with Family Court/DCSE to provide updates/status checks through FAMIS.

Minimum Qualifications:

- Must be detail-oriented
- Must be well-organized
- Must be able to work independently
- Must be proficient in Microsoft Word and Excel
- Must possess excellent spelling, grammar and proofreading skills
- Must be able to answer heavy volume of telephone calls and multi-task while ensuring accuracy with messages and follow up
- DELJIS experience is a plus
- Prior Legal secretarial experience is a plus

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE